

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MARCH 24, 1999**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, March 24, 1999, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Pauline Bouchard of the Minnesota Department of Health, Division of Environmental Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue discussion of topics from the previous teleconference.*

**ONGOING ISSUES:**

**Glossary**

The committee members present discussed a proposal to delete the last sentence of the Confidential Business Information (CBI) definition. This definition's last sentence currently reads "analytical definitions should not include Confidential Business Information."

The committee members present agreed that the remaining glossary definitions were all satisfactory, but that all committee members had not responded with their evaluations of the glossary. Notwithstanding final approval of the glossary contents by all Program Policy and Structure Committee members, the committee members present agreed that the glossary contents should be forwarded to all NELAC committee chairpersons for comments. A deadline for response from all committee chairpersons is set for April 10, 1999. The existing deadline of April 29, 1999 for submittal of the final version of the glossary to RTI will stand.

The committee members agreed to adjourn the meeting at that point and pursue other ongoing issues at the next teleconference which is scheduled for April 7, 1999.

**ACTION ITEMS**  
**PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING**  
**MARCH 24, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	The glossary will be forwarded to all NELAC committee chairpersons for comments which are due back on April 10, 1999.	March 25, 1999
2.	Glossary to be completed and final version sent to RTI for editing and submission to EPA for publication.	April 29, 1999

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MARCH 24, 1999**

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